

DHHS Division of Contract Management

STEP 1: CONTRACT INITIATION CHECKLIST

Last updated February 25, 2015

1) Determine the Reason for Contracting.

- a. What are the contract drivers (e.g., DHHS Strategic Plan initiative, legislation, etc.)?

2) Define the Service.

- a. Determine understanding of the service.
- b. Determine understanding of the market.
 - If your understanding of 2a and 2b is robust, then complete the Accountability Template/Summary
 - If not, then consider issuing a Request for Information (RFI) or seek additional guidance.
 - If the service is Administrative, proceed to Step 4.

3) Submit Accountability Template to Program Office Director and Office of Continuous Quality Improvement (OCQI).

- a. Program Office Director (or designee) will either:
 - i. Approve advancement;
 - or
 - ii. Make recommendations or request additional information and/or an in-person meeting.
 - i.

4) Post-approval: Determine whether the contract is Sole Source *or* Request for Proposal (RFP) per Executive Order criteria.

5) If Sole Source: Proceed to the Contract Checklist (Step 2B).

6) If RFP: Proceed to the RFP Checklist (Step 2A)—complete RFP process and then proceed to the Contract Checklist.